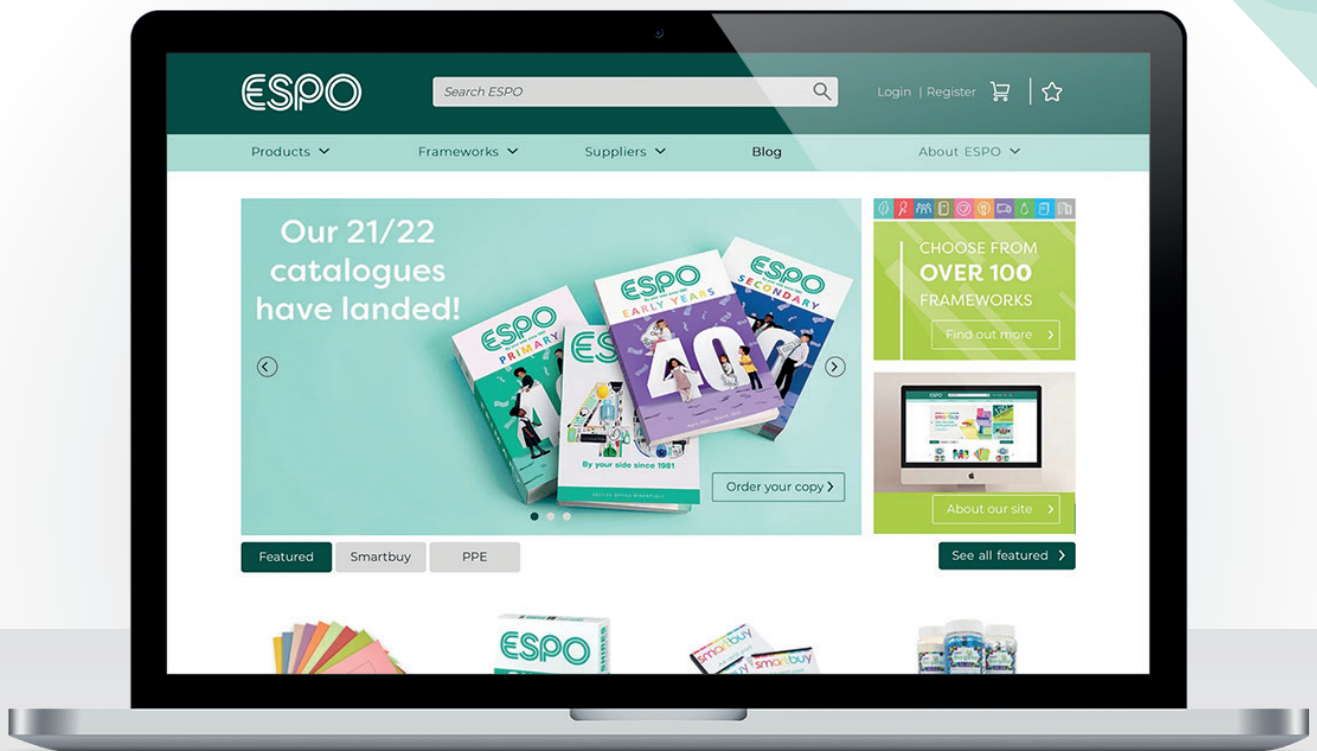




# E-procurement solutions available through [espo.org](https://espo.org)



Punchout



SIMS FMS Quick Link

Save valuable time by linking your buying process through one of our e-Procurement solutions.

# Punchout

## What is it?

Punchout connects our website with your finance system, and works with all major finance systems and marketplaces.

If you place a large volume of orders with ESPO, then punchout can save you valuable time inputting all of the details into your finance system. It also means that you can place online orders at [espo.org](https://espo.org), while keeping your own internal order authorisation processes in place.

## How is it used?

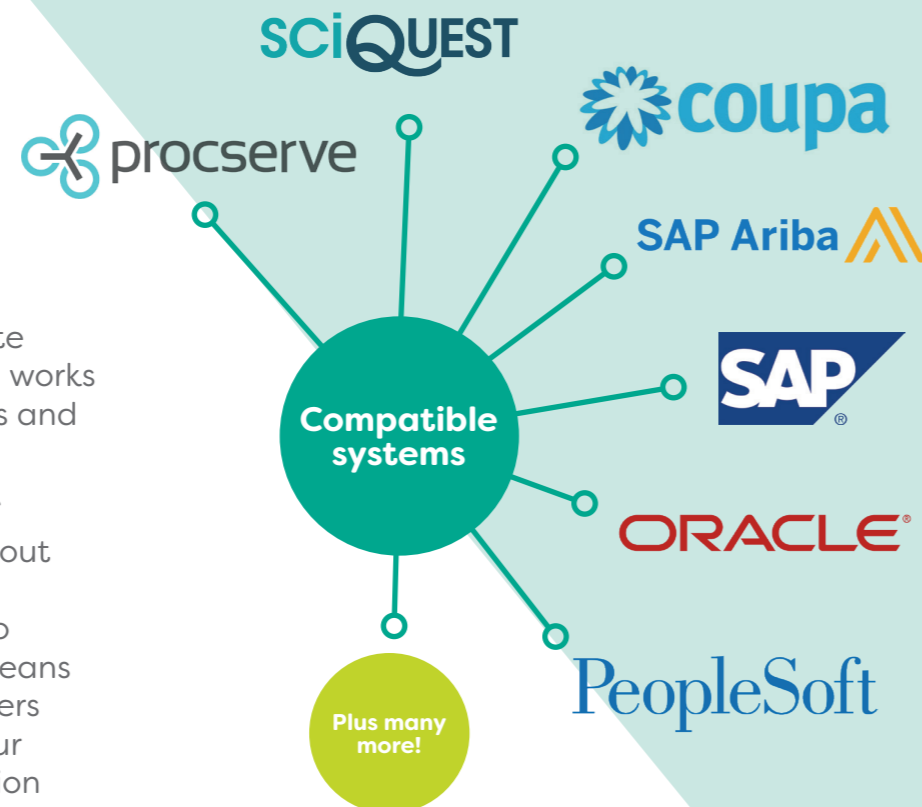
Once the technical side is set up, you connect to our website from your finance system. This allows you to browse and shop for our catalogue products as you would on any other website, with access to the full range of site features including:

- ✓ Search functions
- ✓ Latest offers
- ✓ Stock availability
- ✓ Product alternatives
- ✓ Product images
- ✓ Shopping basket

Once you've finished and are ready to checkout, you will see instead of going through a normal checkout process, you can transfer your basket to your finance system.

This process, moves everything in your shopping basket including any relevant discounts applied or delivery charges, directly to your own finance system.

From here, simply follow your usual approvals process and finally complete your order. This order will then pass straight back to our warehouse for processing and delivery.



# SIMS FMS Quick Link

## What is it?

If you're a SIMS FMS user you can make use of online ordering at [espo.org](https://espo.org) in your usual way and then simply transfer your shopping basket via email to be imported into SIMs FMS in the correct format. This means that you save time as you don't have to re-type this information back into your system, it's inputted automatically.

## How is it used?

With SIMS FMS Quick Link you can shop online at [espo.org](https://espo.org) in your usual way enjoying all of the regular features and benefit that the site has to offer. Once you've finished browsing and shopping online, you can simply transfer your shopping basket via email and import it to SIMS FMS in the correct format.

Once you've approved the order within SIMS FMS or been through any internal approval processes you have, you can export your approved order straight to our warehouse using a special email address, designed especially for these types of orders.

By using our website to build your order rather than just emailing it to us you get access to use all the great online features:

- Favourite your regular purchases to make shopping even quicker
- See all your invoice and order history
- Share favourite products between colleagues to make building a basket even quicker
- Upload an order in excel
- Get product safety data sheets and buying guides all in one place
- Add colleagues to your account so they can build a basket that you approve



Please be aware that a minimum spend per customer or an annual fee applies for this service.



## Key benefits of our e-Procurement solutions

- ✓ Save valuable time
- ✓ No need to duplicate or re-type orders back into your own finance system/SIMS FMS
- ✓ Follow your usual authorisation and approval processes
- ✓ Reduce the chance of inputting errors
- ✓ Enjoy the full online ordering experience of [espo.org](https://espo.org)

## Getting set up

If you would like to start using one of our e-Procurement solutions to help improve your buying process then please visit **[espo.org/e-procurement](https://espo.org/e-procurement)** and fill in the contact form with your requirements. Once submitted, one of our team will be in touch to help you set this up.